



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

EMERGENCY MEDICAL SERVICES SPECIALIST

Class No. 002384

■ CLASSIFICATION PURPOSE

To plan, develop, monitor and evaluate the components Emergency Medical Services (EMS), including educational programs, Basic Life Support (BLS) services and the County's Ambulance Ordinance; to develop policies, procedures, and treatment protocols for EMS prehospital personnel; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is found in the Health and Human Services Agency (HHSA), Emergency Medical Services Division and Policy and Program Support Division. This class differs from the next higher-level class, Coordinator, Emergency Medical Services, in that the latter provides overall coordination for the County-wide Emergency Medical Services System.

Incumbents in this class are primarily responsible for developing standards and regulating local providers of EMS training programs and ambulance services, to ensure compliance with State legislation and local regulations related to emergency medical services.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions

1. Approves emergency medical services training curriculum and testing requirements.
2. Provides contract administration, audit, and monitoring functions of contract providers involved in various educational programs related to emergency medical care.
3. Plans, develops, and implements a quality assurance/improvement program for prehospital personnel.
4. Collaborates with agencies within the EMS system to develop and implement quality improvement activities.
5. Collaborates with constituent groups within EMS to develop and update EMS policies, procedures, and treatment protocols.
6. Prepares complex statistical reports.
7. Gathers resource literature and evaluates educational materials.
8. Coordinates activities between basic and advanced life support units and emergency department personnel.
9. Participates in EMS system committees.
10. Assists in developing goals for delivering prehospital care.
11. Investigates patient and provider complaints and grievances.
12. Identifies community needs in prehospital programs by conducting special studies.
13. Analyzes EMS legislation.
14. Assists State EMS authority in developing and implementing State regulations.
15. Participates in State-wide emergency medical services planning activities.
16. Functions as the EMS Duty Officer, in the EMS Division, on a rotational basis with other EMS and Quality Assurance Specialists to provide management continuity during the evening hours and on weekends and holidays.

17. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Basic medical terminology and equipment related to the procedures of emergency medical services delivery.
- State and local legislation pertaining to Emergency Medical Services (EMS).
- Emergency medical care education programs and operating standards for first aid, Cardiopulmonary Resuscitation (CPR), and Emergency Medical Technician Basic (EMT-B) certification and paramedic licensure.
- Techniques of collecting and compiling data pertinent to emergency medical care systems.
- Group dynamics and community organizations.
- Principles of education and training including adult education methods.
- Methods of program evaluation.
- Curriculum development.
- Statistical record keeping.
- County customer service objectives and strategies.

##### Skills and Abilities to:

- Communicate effectively, orally and in writing.
- Develop complex reports or articles for publication in newsletters and bulletins.
- Design training aids and programs.
- Maintain records.
- Evaluate EMS training programs.
- Establish effective working relationships with peers and community groups, management, employees, employee representatives and the public representing diverse cultures and backgrounds.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited university or college in nursing, public health education or a closely related field and one (1) year of experience in an emergency medical service setting; OR
2. At least three (3) years performing the duties of an Emergency Medical Services Specialist in another jurisdiction; OR
3. Three (3) years as a practicing Emergency Medical Technician Intermediate (EMT-I), Emergency Medical Technician Paramedic (EMT-P) or Emergency Medical Technician instructor.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, repetitive use of hands for simple and power grasping and fine manipulation, pushing and pulling, and reaching above and below shoulder level. Occasional crawling, and lifting and carrying up to 75 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

Current State of California licensure as a paramedic or certification as an Emergency Medical Technician Basic (EMT-B) is required at the time of appointment.

#### Working Conditions

Employees will be required to travel to locations within the County. Employees may be occasionally required to travel and walk outdoors in rugged terrain. Employees may be exposed to areas that are affected by disasters or emergencies, or other areas that are considered unpredictable and uncertain. Employees may be exposed to varying weather conditions. Employees may be required to work outside of normal business hours when responding to emergencies and disasters, and may be required to work on an on-call basis during evenings, weekends, and holidays. Employees work in an office environment and have exposure to computer screens.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: February 11, 1988**  
**Revised: November 9, 2001**  
**Reviewed: Spring 2003**  
**Revised: June 12, 2004**

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Emergency Medical Services Specialist (Class No. 002384)

Union Code: PR

Variable Entry: Y